

## **NDSA Communications Officer**

The Library of Congress' National Digital Information Infrastructure and Preservation Program is the Secretariat for the NDSA. NDIIPP staff provide administrative and logistical support for the organization, including the role of the NDSA Communications Officer.

Duties and responsibilities:

### **Content and Publications**

- Lead the generation of online content for the NDSA web presence on [digitalpreservation.gov](http://digitalpreservation.gov) -- ensure that new and consistent information (working group pages, calendar, events, reports) is posted regularly
- Manage the development, distribution, and maintenance of all print and electronic resources for NDSA including, but not limited to, newsletters, brochures, factsheets, etc.
- Organize and document all NDSA policies, procedures, and report templates on the NDSA wiki and NDSA web presence

### **Member Engagement**

- Develop and coordinate services to NDSA members, including new member service webinars and specific services addressed to engage members
- Work with the NDSA Facilitator and Coordinating Committee on the development and execution of the communications goals and tasks in the NDSA Near Term Goals document that focus on engaging members
- Serve as point of contact for new and current members
- Ensure members receive information regarding how to access the NDSA wiki and listservs

### **Outreach**

- Coordinate and organize presentations at conferences and other events to promote NDSA activities and products
- Manage all requests for NDSA information, including from the media, that originate through the Secretariat
- Proactive media outreach and public relations activity to increase awareness of NDSA and its resources (e.g. experts, reports, guidance materials, press kit, etc)